Trns-port Memo

To: Estimates Staff and CO Maintenance Staff

Copies: Diana Ray, Project Review

From: Tyrone Ware, Trns•port PES/CES Coordinator

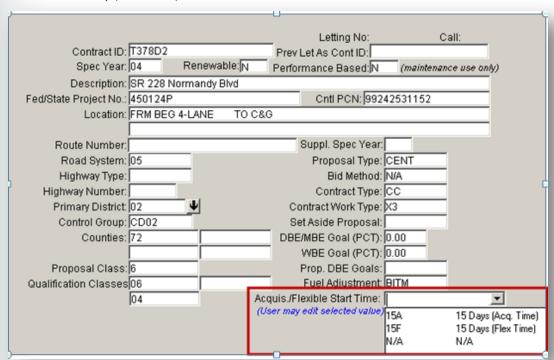
Date: 09/21/2011

Re: Acquisition Time

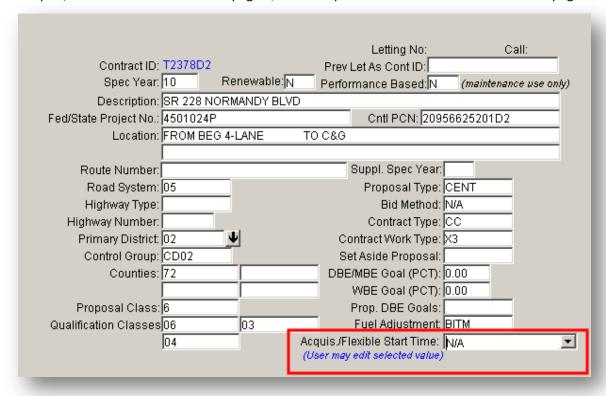
ISSUE / BACKGROUND: A request was made to pre-populate the Acquis/Flexible Start time field, as it was sometimes overlooked since it appeared on page 2 of the General tab. The request to pre-populate it with 15 days was implemented for a brief period of time earlier this year; however this caused extra work on the part of Maintenance personnel who were then required to omit this value on their proposals. The solution was to move the Acquis/Flexible Start Time field from page 2 to page 1 of the General tab, select either the number of calendar days using the drop down pick list of options or manually input an appropriate number of days if needed for Construction proposals. The change, which will take effect on any new proposals are as follows:

<u>Construction Proposals</u>: The Acquisition/ Flexible Start time field now contains a dropdown pick list containing options for:

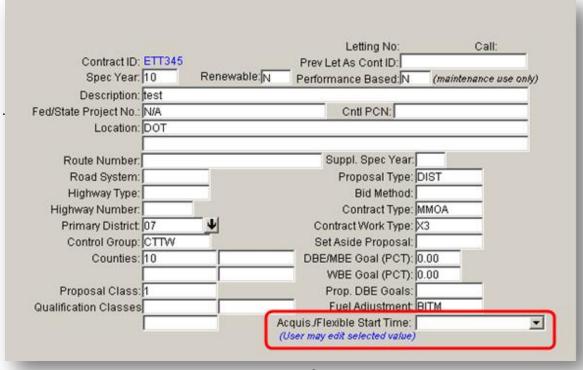
- 15A 15 Days (Acq Time)
- 15F 15 Day (Flex Time)



If the proposal has no Special Start Date and no Acquisition Time, "N/A must be selected in the Acquis./Flexible Start Time field on page 1, and the Special Start Date should be blank on page 2.

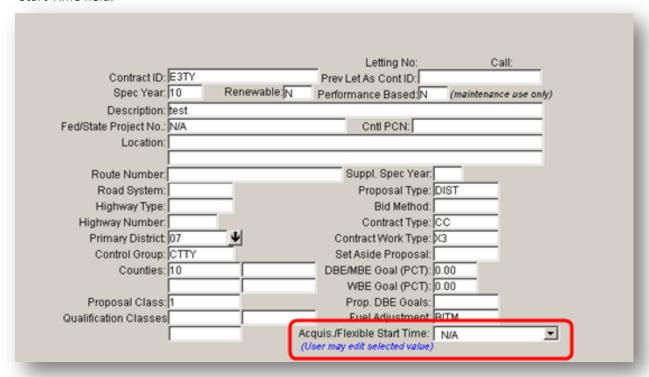


Maintenance Proposals: The Acquis/Flexible Start Time block will be blank by default; Maintenance staff may choose an option from the dropdown, when needed.

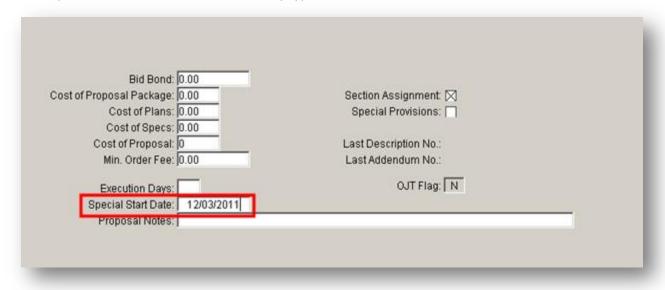


Special Start Time):

Construction: If there is a Special Start Date and no Acquisition day, enter "N/A" in the Acquis./Flexible Start Time field.



The Special Start Date field will be manually typed in.



page 2

Special Start Time (Maintenance):

If there is a Special Start Date and there is no Acquisition day, the Acquis./Flexible Start Time field can be either "0" or blank and

Contract ID: E3TY	Letting No: Call:
	Prev Let As Cont ID: Renewable: N Performance Based N (maintenance use only)
	Renewable: N Performance Based: N (maintenance use only)
Description: test	2 11201
Fed/State Project No.: N/A	Cntl PCN:
Location:	
Bouto Number	Suppl. Spec Year:
Route Number:	
Road System:	Proposal Type: DIST
Highway Type:	Bid Method:
Highway Number:	Contract Type: CC
Primary District: 07	Contract Work Type: X3
Control Group: CTTY	Set Aside Proposal:
Counties: 10	DBE/MBE Goal (PCT): 0.00
	WBE Goal (PCT): 0.00
Proposal Class: 1	Prop. DBE Goals
Qualification Classes	Fuel Adjustment BITM
	Acquis./Flexible Start Time:
· ·	(User may edit selected value)

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the Special Start Date field will be manually filled in by Maintenance.

Bid Bond: 0.00	
Cost of Proposal Package: 0.00	Section Assignment 🖂
Cost of Plans: 0.00	Special Provisions:
Cost of Specs: 0.00	
Cost of Proposal: 0	Last Description No.:
Min. Order Fee: 0.00	Last Addendum No.:
Execution Days:	OJT Flag: N
Special Start Date: 12/03/2011	
Proposal Notes:	

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If you have any questions, please contact me at:

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